

PASSPORT APPLICATION REQUIREMENTS 15 YEARS OF AGE AND UNDER

PLEASE NOTE: EXCEPT [COURT HOLIDAYS](#) - HOURS OF OPERATION:

8:30AM-4:00PM - MONDAY - FRIDAY **30 MINUTES PROCESSING TIME**

THE FOLLOWING ITEMS ARE REQUIRED WHEN YOU APPLY FOR A PASSPORT:

- ☐ 1. [COMPLETE FORM DS-11](#) For [new](#) or [renewal](#), Black ink only, no corrections
 - ☐ 2. BOTH PARENTS AND MINOR MUST BE PRESENT
 - ☐ 3. IF ONLY ONE PARENT IS PRESENT, COMPLETE MINOR CONSENT [FORM DS-3053](#)
 - ☐ 4. EVIDENCE OF U.S. CITIZENSHIP (One of the Following Plus **Photo Copy**)
 - Certified Birth Certificate
 - Naturalization Certificate
 - Certificate of Citizenship
 - Consular Report of Birth Abroad or Certification of Birth
 - ☐ 5. PREVIOUSLY ISSUED U.S. PASSPORT
 - ☐ 6. PARENT'S PRIMARY FORM OF IDENTIFICATION PLUS PHOTO COPY, FRONT AND BACK
(Two ID's Required, if Out of State)
 - Valid Driver's License
 - Current Government Issued ID
 - Current U.S. Military ID
 - Previously Issued, Undamaged U.S. Passport
 - Naturalization Certificate
 - ☐ 7. [PASSPORT PHOTO](#) (Applicant Must Provide)
 - ☐ 8. **NO CREDIT CARD ACCEPTED FOR PASSPORT PROCESSING FEES**
 - **Check or Money Order Only** - Payable to the "Department Of State"
- PASSPORT BOOK:** (4-6 Weeks) [PASSPORT CARD:](#) (4-6 Weeks)
\$80.00 Check or Money Order Only **\$15.00** Check or Money Order Only
- EXPEDITE PROCESSING FEES:** (2-3 Weeks)
\$154.85 Check or Money Order Only Payable to the "Department of State"
- ☐ 9. EXECUTION FEE:
 - **\$25.00** Cash or Credit Card plus Processing Fee, Per Person

TO GET YOUR PASSPORT IN A HURRY VISIT: travel.state.gov CALL: [1-877-487-2778](tel:1-877-487-2778)

FOR ADDITIONAL INFORMATION VISIT: [U.S. Department of State Passport Website](http://U.S.DepartmentofStatePassportWebsite)

KEITH S. BRIN

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